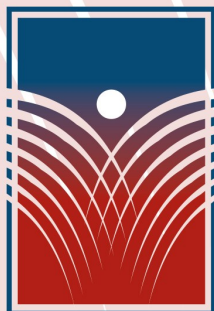
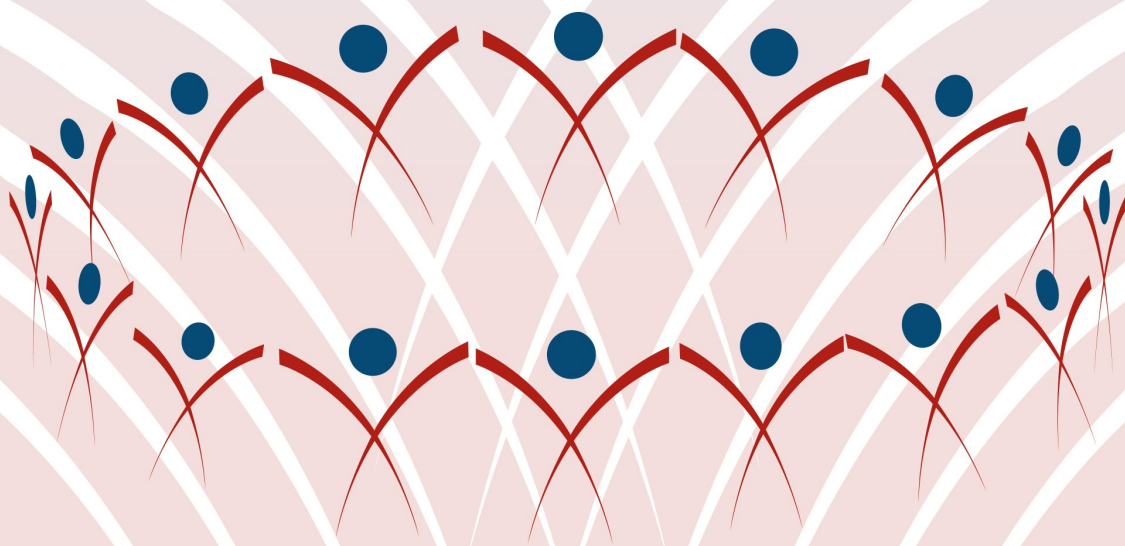


SUPPORTING OTHERS

PROFESSIONAL DEVELOPMENT
MARCH 31 - APRIL 1 2015



DURACK

INSTITUTE OF TECHNOLOGY

ASPIRE | ACHIEVE

TUESDAY 31 MARCH 2015

8.30 — 10.30 am

We would like to welcome you to Supporting Others Professional Development Sessions. Please meet at the Me-N-U at 8.30 am to listen to our Managing Director's address and our Key Note Speaker.

Session 1

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
1	10:50 - 12:20	Co-operative Learning (Full Day - Part 1 of 2) You must	Lecturing	B027
2	10:50 - 12:20	Power Point Alive (Full Day - Part 1 of 2) You must register	All Staff	B005
3	10:50 - 12:20	Blendspace - develop your session in 5 minutes - Johanna	Lecturing	B045
4	10:50 - 12:20	Planning Compliant Assessment Processes - Terry Croft	Lecturing	B013
5	10:50 - 12:20	Building Bridges with Industry - Caroline Abbey	Lecturing	B002
6	10:50 - 12:20	Is that a computer in your pocket? - Chris Winter	Lecturing	B014
7	10:50 - 12:20	Many Miles, Many Dialects - Jacky Cheng	Lecturing	B003
8	10:50 - 12:20	Instructional Intelligence - An interactive refresher -	Lecturing	B037
9	10:50 - 12:20	Cross Cultural e-learning - Shanton Chang	Lecturing	U030

Session 2

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
10	13:00 - 16:10	Effective Techniques for Communication - Aspire to Succeed Training	Non Lecturing	B035
11	13:00 - 16:10	Developing Productive Relationship - Aspire to Succeed Training	Non Lecturing	B036
12	13:00 - 16:10	Lesson Design - Hooking learners and keeping them hooked - Debra Lunt	Lecturing	B037
13	13:00 - 16:10	Identifying the training needs and the bucket - Chris Kerr	Lecturing	B003
14	13:00 - 16:10	Avoiding "YUK" and *YAWN* in digital learning resources - Chris Winter	Lecturing	B014
15	13:00 - 16:10	Cooperative Learning Design (Part 2 of 2) - Becky Saunders	Lecturing	B027
16	13:00 - 16:10	PowerPoint Alive (Part 2 of 2) - Geoff Pearson	All Staff	B005
17	13:00 - 16:10	Client Focused Excellence - Central Institute of Technology	All Staff	B026
18	13:00 - 16:10	Dealing with Conflict (and Difficult People) - Central Institute of Technology	Non Lecturing	U030

WEDNESDAY 1 APRIL 2015

Session 3

Workshop	Time	Workshop Title and Presenter	Who Should Attend	
19	09:00 - 10:30	Industry Currency Session - Construction and Rural Industries - Amanda Silvester	Lecturing - C.R.I	
20	09:00 - 10:30	Industry Currency Session - Health, Education and Community Services - Charlene Watters	Lecturing - H.E.C.S	
21	09:00 - 10:30	Industry Currency Session - Hospitality - Karen Criddle	Lecturing - HOS	
22	09:00 - 10:30	Industry Currency Session - Management, Business and Computing - Glenda Walker	Lecturing - M.B.C	
23	09:00 - 10:30	Industry Currency Session - Marine, Applied and Environmental Science - Alice James	Lecturing - M.A.E.S	
24	09:00 - 10:30	Industry Currency Session - Mining, Engineering, Transport and Art - Ashley Carroll	Lecturing - M.E.T.A	
25	09:00 - 10:30	Industry Currency Session - Gascoyne - Stephanie Kelly	Lecturing - Gascoyne	

Session 4

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
26	09:00 - 12:30	Resolving Conflict through Communication - Aspire to Succeed Training	Non Lecturing	B035
27	09:00 - 12:30	Coaching Others - Aspire to Succeed Training	Non Lecturing	B036
28	09:00 - 12:30	Managing Work Priorities - Central Institute of Technology	Non Lecturing	B026
29	09:00 - 12:30	Communication and Personalities - Central Institute of Technology	Non Lecturing	B027

WEDNESDAY 1 APRIL 2015

Session 5

Workshop	Time	Workshop Title and Presenter	Who Should Attend	
30	11:00 - 12:30	Validation Sessions - Sharon Jupp	Lecturing	

Session 6

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
31	13:20 - 16:20	*Repeat* Client Focused Excellence - Central Institute of Technology	Non Lecturing	B003
32	13:20 - 16:20	*Repeat* Dealing With Conflict (and Difficult People) Central Institute of Technology	Non Lecturing	U030

Session 7

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
33	13:20—14:20	Engaging your industry—Tips and Secrets. ASL Team	Lecturing	G001

Session 8

Workshop	Time	Workshop Title and Presenter	Who Should Attend	Venue
34	14:30 –15:30	The new standards. What do they mean to you as a lecturer? ASL Team	Lecturing	

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
1	<p>Co-operative Learning (Full Day - Part 1 of 2) You must register for both parts - Becky Saunders</p> <p>We're all told how great group work is for students and how we need to make them 'work ready', able to work well with others as part of a team. All sounds easy enough... but the reality of managing group work can be very different. In this 'tell all session' we focus on the issues that arise for teachers when using group work and consider practical strategies that you can use to plan, manage and assess groups more effectively.</p>	Lecturing
2	<p>Power Point Alive (Full Day - Part 1 of 2) You must register for both parts - Geoff Pearson</p> <p>Don't kill your audience with text! We have all experienced "Death by PowerPoint" and although we lived to tell the tale, none of us enjoyed it. So why do so many of us still fall into the traps? This workshop explores the dangers, and ways to avoid them. In the process, you will learn tips and tricks for using PowerPoint in an engaging and instructionally intelligent way, while adding meaningful zest to your screens and having fun along the way. Most importantly, your future audiences will thank you for sparing them from yet another session of leaden eyelids and stifled yawns.</p>	All Staff
3	<p>Blendspace - develop your session in 5 minutes - Johanna and Janine</p> <p>It's free! It's on line and you can keep all your students connected and also up load all your information. Your solution to students who miss classes. They can follow up in their own time.</p>	Lecturing
4	<p>Planning Compliant Assessment Processes - Terry Croft</p> <p>What is the latest in developing and administering assessments? Hear it from the master. Terry will cover developing compliant assessment tools, ensuring they are mapped to your training package requirements and that they meet the requirements of the new standards.</p>	Lecturing
5	<p>Building Bridges with Industry - Caroline Abbey</p> <p>Liaising with industry in regional areas can be challenging. Using Collaborate as an effective tool to network with industry, both for consultation and as an inspirational delivery method for students, has proved successful for Graphic Design Online at Goldfields Institute of Technology. For 5 years Graphic Design Online</p>	Lecturing

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
6	<p>Is that a computer in your pocket? - Chris Winter</p> <p>Bored with Bejeweled? Fed up of Facebook? Is there more to a mobile device? In this fun and exciting hands on workshop we'll look at taking the computer in your pocket and actually using it for Training and Assessment in real and productive ways.</p> <p>Using basic device features, and readily available apps, we'll look at:</p> <ul style="list-style-type: none"> • Mobile Delivery; • Mobile Assessment; and • Mobile productivity. <p>Please ensure that your mobile device has the following installed prior to the workshop:</p> <ul style="list-style-type: none"> • iAuditor by SafetyCulture Pty Ltd (iOS, Android) • Nearpod by Panarea (iOS, Android, Web) <p>Loan devices will also be made available.</p>	Lecturing
7	<p>Many Miles, Many Dialects - Jackie Cheng</p> <p>I say red, you say mijimiji. I say green, you say yukuri. Combining verbal and visual communication, using words and pictures, is pivotal to my delivery strategy for remote learners and made-up words are often the key. I incorporate these tools to proactively engage the learners; to learn how they learn and promote a more holistic learning environment. I say staple gun and you say 'boom' Jacky Cheng will present her innovation and then you will have a chance to facilitate your own innovative style led by Chris Kerr. Innovate your delivery and assessment methods to ensure they are inclusive for all people including specific individual and industry</p>	Lecturing
8	<p>Instructional Intelligence - An interactive refresher - Debra Lunt</p> <p>This interactive workshop is an opportunity for those participants who have already worked with Instructional Intelligence, to revisit some of the key areas of instruction, as well as reflect on their use of Instructional Intelligence in their current teaching and learning environment.</p>	Lecturing
9	<p>Cross Cultural e-learning - Shanton Chang</p> <p>Teaching and Learning across cultures calls for recognition of diversified strategies for engaging with students from different backgrounds. These strategies are important because students may come with different expectations due to their different experiences with different educational systems. Therefore, within the E-learning space, considerations need to be made because many assumptions are made about how students should engage. This session explores some of these considerations and challenges.</p>	Lecturing

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
10	<p>Effective Techniques for Communication - Aspire to Succeed Training</p> <p>How do we ensure our message is received and understood?</p> <p>Whether you're communicating by email, over the phone or in person – what techniques can you apply?</p> <ul style="list-style-type: none"> • Communicating in person and applying active listening • The importance of clarification and following up • Effective emails • Managing communication (such as email) 	Non Lecturing
11	<p>Developing Productive Relationship - Aspire to Succeed Training</p> <p>We all want productive professional relationships. But where do we start? How do we build them? Through communication!</p> <ul style="list-style-type: none"> • Identify how we communicate with each other • Developing an awareness of your self and of others • Types of conversations and interaction • Apply and manage different types of communication boundaries (friendliness, rapport, manager to subordinate) and why these separations are important • Understanding the communications/beliefs of others and how to enhance relationships based on mutual respect • Understand your own flexibility and reactions/how you respond to others 	Non Lecturing
12.	<p>Lesson Design - Hooking learners and keeping them hooked - Debra Lunt</p> <p>As with many aspects of good teaching, effective lesson design is rarely achieved by accident. In this workshop, participants will use their own practice as a starting point to explore the key components of effective lesson design, and then look at how to use the components effectively to keep learners hooked into the learning experience</p>	Lecturing
13	<p>Identifying the training needs and the bucket - Chris Kerr</p> <p>This interactive workshop will provide you with tips on how to :</p> <ul style="list-style-type: none"> • Engage with industry to find out what they need • Complete a training needs analysis for the organisation • Document the training needs analysis • Identify the customised program • Confirm the program for the organisation • Identify appropriate funding sources • Implement and monitor the program 	Lecturing

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
14	<p>Avoiding "YUK" and *YAWN* in digital learning resources - Chris Winter</p> <p>This hands on workshop will not contain any of the following:</p> <ul style="list-style-type: none"> • Text that can't be read because it blends into the background; • Pages and pages of "clicking"; • Screen after screen of "scrolling"; or • Poor colour combinations. <p>Ok it may contain some of those but only as examples of what not to do.</p> <p>So come along for a good educational laugh at some of the mistakes we are all guilty of and learn how to avoid them.</p> <p>By the end of this workshop you will know how to:</p> <ul style="list-style-type: none"> • Layout well-presented resources; • Write concise text; • Test accessibility; and • Avoid everything we said at the top there! 	Lecturing
15	<p>Cooperative Learning Design (Part 2 of 2) - Becky Saunders</p> <p>We're all told how great group work is for students and how we need to make them 'work ready', able to work well with others as part of a team. All sounds easy enough... but the reality of managing group work can be very different. In this 'tell all session' we focus on the issues that arise for teachers when using group work and consider practical strategies that you can use to plan, manage and assess groups more effectively.</p>	Lecturing
16	<p>PowerPoint Alive (Part 2 of 2) - Geoff Pearson</p> <p>Don't kill your audience with text!</p> <p>We have all experienced "Death by PowerPoint" and although we lived to tell the tale, none of us enjoyed it. So why do so many of us still fall into the traps?</p> <p>This workshop explores the dangers, and ways to avoid them. In the process, you will learn tips and tricks for using PowerPoint in an engaging and instructionally intelligent way, while adding meaningful zest to your screens and having fun along the way.</p> <p>Most importantly, your future audiences will thank you for sparing them from yet another session of leaden eyelids and stifled yawns.</p>	All Staff
17	<p>Client Focused Excellence - Central Institute of Technology</p> <p>Understand the principles and benefits of superior client- focused excellence – apply your skills to develop and provide client- focused excellence!</p> <ul style="list-style-type: none"> • Understanding the principles • Develop a win-win attitude and staying energised • How to receive feedback without taking it personally • Effective communication strategies to maintain relationships • Developing win-win strategies • Effective strategies for managing challenging clients • Applying strategies to build customer relationships – solve challenging concerns and exceed expectations. 	All Staff

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
18	Dealing with Conflict (and Difficult People) - Central Institute of Technology How do you deal with conflict (and difficult people)? <ul style="list-style-type: none"> • Identify major factors contributing to conflict situations • What is the difference between anger and aggression • Identify the symptoms of anger and aggression • Roles of values, beliefs and self-awareness while dealing with difficult people • Strategies for managing conflict • De-escalation techniques • Active listening and communication 	Non Lecturing
19	Industry Currency Session Construction and Rural Industries - Amanda Silvester	Lecturing CRI
20	Industry Currency Session Health, Education & Community Services - Charlene Watters	Lecturing HECS
21	Industry Currency Session Hospitality - Karen Criddle	Lecturing HOS
22	Industry Currency Session Management, Business & Computing - Glenda Walker	Lecturing MBC
23	Industry Currency Session Marine, Applied & Environmental Science- Alice James	Lecturing MAES
24	Industry Currency Session Mining, Engineering, Transport & Art - Ashley Carroll	Lecturing META
25.	Industry Currency Session Gascoyne - Stephanie Kelly	Lecturing GASC
26	Resolving Conflict through Communication - Aspire to Succeed Training How do we resolve conflict and maintain a positive and productive environment? What can we do to identify and approach issues? <ul style="list-style-type: none"> • What contributes to conflict? • What are the signs of conflict and deteriorating relationships at work? • How do you approach it? • What self-related factors impact relationships at work • What techniques can be applied to resolve them? 	Non Lecturing

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
27	<p>Coaching Others - Aspire to Succeed Training</p> <p>Learning is a continual journey. At some point we will all be required to coach another staff member – whether to teach them something or help them develop in the workplace.</p> <p>Understand –</p> <ul style="list-style-type: none"> • What coaching is, and why communication is fundamentally important • How do you communicate to and with a person you are coaching? • Understanding the needs of others • Adapting to others • Understanding yourself, your time and making the coaching relationship valued • Monitoring and managing a coached relationship • Evaluating a coached relationship 	Non Lecturing
28	<p>Managing Work Priorities - Central Institute of Technology</p> <p>How do we sort out how to use our work time? Where to allocate our own personal resource (time) and to develop a plan to manage what we need?</p> <ul style="list-style-type: none"> • Establish your personal work goals • Understands the principles of time management stressors including interruptions, time wasters and procrastination • Self-sabotage! • Set your priorities • Effective tools and strategies • Use technology effectively • Communicate your time to others! 	Non Lecturing
29	<p>Communication and Personalities - Central Institute of Technology</p> <p>We're all different – and we all communicate differently! Understand the dynamics of personality, interpersonal relationships and communication skills. Develop and practice strategies to be a more effective communicator!!</p> <ul style="list-style-type: none"> • Understand personality types • Active listening and effective questioning • Different communication styles • Communication flow and barriers • Why do we get upset, respond in certain ways • Aggressive, submissive or assertive practices? • Develop assertive practices • Give and receive feedback • Commit to a personal action plan 	Non Lecturing
30	<p>Validation Sessions - Sharon Jupp</p> <p>Lecturing Staff in your own areas - Vocational Competency Training</p>	Lecturing

WORKSHOP OVERVIEWS

Workshop	Overview	Who should attend?
31	<p>*Repeat* Client Focused Excellence - Central Institute of Technology</p> <p>Understand the principles and benefits of superior client focused excellence – apply your skills to develop and provide client focused excellence!</p> <ul style="list-style-type: none"> • Understanding the principles • Develop a win/win attitude and staying energised • Effective communication strategies to maintain relationships • Developing win/win strategies • Effective strategies for managing challenging clients <p>Applying strategies to build customer relationships – solve challenging concerns</p>	Non Lecturing
32	<p>*Repeat* Dealing with Conflict (and Difficult People) - Central Institute of Technology</p> <p>How do you deal with conflict (and difficult people?)</p> <ul style="list-style-type: none"> • Identify major factors contributing to conflict situations • What is the difference between anger and aggression • Identify the symptoms of anger and aggression • Roles of values, beliefs and self-awareness while dealing with difficult people • Strategies for managing conflict • De-escalation techniques • Active listening and communication 	Non Lecturing
33	<p>Engaging your industry tips and secrets - ASL Team</p> <p>The new standards require us to engage with industry rather than just interact. Find out what engagement means, share stories of best practice and more importantly how we document this without drowning in paperwork.</p>	Lecturing
34	<p>The new standards. What do they mean to you as a lecturer? - ASL Team</p> <p>The key changes to the new standards include:</p> <ul style="list-style-type: none"> • Transition arrangements for superseded qualifications and training products • Currency of industry skills for trainers • Independent validation of assessments <p>Find out how this impacts you and your students.</p>	Lecturing